

FORMS CLEARANCE AND APPROVAL

**U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS**

From (Program Manager)

Division/Branch/Telephone

Date

To (BOP Forms Manager) Information Management Office, PIRM Branch

Title of Form

_____ New Form

Purpose of Form

_____ Revised Form

Attach a sample of the proposed form to this form. The sample should be in WordPerfect 9 using Courier New with all margins 1/2 inch. Final design will be done in the forms management office. All BOP forms must be referred to in a directive. If there is no current directive for a form, it must be prescribed in a future directive by title and number.

Program Statement Prescribing the Proposed Form

Remarks

Signature of Program Manager Responsible for this Form

Date

C L E A R A N C E A N D A P P R O V A L

This form has been reviewed and designed by IMO and is now ready for approval.

Signature of Form Manager

Date

This form has been reviewed by me and is ready for production, distribution, and use. A prescribing Program Statement will be prepared in the future if there is not one now.

Signature of Branch Chief Responsible for Form

Date

Final Approval

Signature of Chief, Information Management Office

Date

For Forms Management use only

Form Number Assigned

Subject Classification Number

Type of Form

Note:

CLEARANCE OF FORMS IN POLICY

If you are preparing a directive (Program Statement, Operations Memorandum, Technical Reference Manual, or Change Notice), and forms are involved, there are a few simple steps that must be followed:

- First, a BP-S640, Forms Clearance and Approval, should be completed for each proposed new form or form change. A sample of the proposed form should be attached and forwarded to the Forms Manager. A WordPerfect 9 file of the proposed form should also be e-mailed to the Forms Manager.

- The Forms Manager will design the form in proper format and date the form. He will then return the BP-S640 to the program manager responsible for the directive along with the designed form.

- The Branch Chief for the form is then ready to sign the BP-S640, indicating that the form is ready for production, distribution, and use. If there are changes or modifications to the designed form, it is returned to the forms manager for further design with changes noted in ink.

- After the Branch Chief finally approves the form by signing the BP-S640, it is returned to the Forms Manager for final review and for final approval by the Chief, Information Management Office.

That's it! You now have an approved Bureau of Prisons form. However, it does not become an official form until the directive prescribing it is signed by the Director and goes into effect. When the directive goes on BOPDOCS, the form will go on BOPDOCS at the same time.

Forms are not included in directives (since they will be on BOPDOCS), but they must be referenced in the directive by title and number. Example: Request for Purchase (BP-S101).

FORM: *a medium for collecting information. Usually anytime that you are requesting a person to "fill-in" something, that is a form.*

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